



# WHITEFRIARS CHURCH MINIBUS

## DRIVER POLICY DOCUMENT

**All Drivers** of Whitefriars Church Minibus are to conform with the items listed in this policy document.

**Bookings** are to be made in advance of the date by contacting Melvyn Hunter (07941 172858/ melvynhunter@gmail.com). He will confirm the booking with the driver. All bookings must be paid for in advance of the hire along with a returnable deposit of £50 (refer to note at the end of this policy).

**Whitefriars Church** holds a risk assessment form that may be used for your hire: please let Melvyn know when you book the minibus if you require a copy of the risk assessment.

**Drivers** must hold a current, clean driving license with full D1 entitlement (or equivalent if the license was issued before 1 January 1997). The driver must also hold a current Midas certificate. Details of both will be required at the time of applying to hire the vehicle if this is the first time the driver has asked to do so.

**Drivers** must have informed DVLA of any medical condition that affects their ability to drive.

**Drivers** must not use a mobile phone or radio in the minibus: if it is necessary to make a phone call, another adult on the minibus is to do this.

**Drivers** will not drive for more than two hours during any one stage of a journey, and for no more than 14 hours in any one 24 hour period. Drivers are not to drive if they feel too tired or ill to drive safely. Drivers are not to drive if they have consumed any alcohol, drugs or medication (that may affect their ability to drive safely).

**Drivers** must carry out a complete safety check before driving the vehicle and record this on the appropriate form: this is in the pink folder kept in the minibus: if the hire is over a period of days, this check is to be completed and recorded at the start of each day. Any minor faults/damage are to be recorded on the form.

**Drivers** must not use the minibus if any one of the following items is identified during the safety check: punctured tyre(s), low levels of engine oil, brake fluid, coolant, power-steering fluid.

**Drivers** are responsible for ensuring that the windscreen, mirrors and front side windows are clean and clear.

**Drivers** are responsible for having any faulty, external light bulbs replaced as a matter of urgency.

**Drivers** are to ensure that the minibus is internally cleaned at the end of the hire period. A dust-pan and brush are left on the minibus to help with this.

**Drivers** are to ensure that the minibus is refuelled at the end of the hire period (refer to note at the end of this policy).

**Drivers** are to ensure that all passengers are wearing seat belts. If any passenger is under the age of 16 years, then a responsible adult (chaperone) is to sit on the single seat at the rear of the minibus: this person is also responsible for the behaviour of the passengers: if the whole group is aged under 16 then there should be two responsible adults to accompany the group, the second to sit at the front of the minibus. For younger and smaller passengers, the slide on the seat belt must be moved down on to the shoulder to provide maximum safety: these can be used for any child aged 5 years and over; for children under the age of 5 years, either a booster seat or a child safety seat that can be correctly secured using the fitted seat belts should be used instead. No-one under the age of 16 years is to sit in the front of the minibus (though some school groups may have a policy that allows for one child to be seated in the front if there is insufficient space in the main body of the minibus).

**Drivers** are to wear high visibility jackets when in charge of the minibus (one is kept in the driver door pocket).

**Drivers** must ensure that passengers getting on/off the minibus do so in a lay-by, bus-stop or car-park: the hazard lights should be used if this location is not within a private parking area such as a school.

**NOTES:**

For those who hire the minibus on a regular basis, the deposit will be required at the start of the first hire and will be retained until all the hirings have been completed. Should either of the following charges have to be made during the hiring period, the balance will need to be paid before the minibus will be released again to that group.

£20 will be deducted from the deposit if the minibus has not been cleaned at the end of the hire period.

£20 plus the cost of fuel will be deducted if the minibus has not be refuelled at the end of the hire period: should the cost of the fuel be more than £30, the hirer will be liable for the additional balance.